2022-2023 Faculty Annual Review Due Dates

Administrative Responsibilities	Due Date	
Initiate faculty input	10/31/22	
Cases created and released to faculty	11/1/22	
Cases forwarded to Department Chair/School Director	2/17/23	

Candidate Tasks	Due Date	
Prepare and submit faculty annual review materials	**2/16/23**	

Department Chair/School Director Tasks	Start Date	Due Date
Within this 4-week period: • Review candidate case(s) • Write Department Chair/School Director letter/report of recommendation • Meet and share report with candidate in person and through Interfolio • Send case forward	2/17/23	3/17/23

Dean Tasks	Start Date	Due Date
Within this 3-week period: • Review Department Chair/School Director completed evaluation recommendations • Write the Final Recommendations report for the Provost/VCAA • Send case forward	3/20/23	4/10/23

Provost Task	Start Date	Due Date
• Review Final Recommendations from Dean	4/11/23	4/28/23